



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.3.18	Subject: EMPLOYEE ASSISTANCE PROGRAM
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 3: Personnel	Revision Date:
Signature: /s/ by Director 4/16/96	Effective Date: July 1, 1996

I. POLICY:

It is the policy of the Montana Department of Corrections to assure that all Department employees and their families who are covered under the Employee Benefits Program have access to confidential short-term counseling regarding personal problems affecting both work and private lives.

II. AUTHORITY:

53-1-203, M.C.A. Powers and Duties of Department of Corrections
Department of Administration Employee Assistance Program Guide

III. DEFINITIONS:

None

IV. PROCEDURES:

- A. Supervisors will administer the Employee Assistance Program (EAP) in accordance with the provisions of the Department of Administration Employee Assistance Guide.
- B. Department personnel officers or their designee will distribute information to all newly hired employees regarding the provisions contained in the Employee Assistance Program.
Additional information will be distributed as necessary. Supervisors will receive training from the personnel offices regarding administration of the Employee Assistance Program and this policy.

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- C. Supervisors may not inquire into an employee's personal life unless the employee volunteers to discuss personal information. Supervisors who suspect that an employee's personal problems are interfering with the employee's ability to perform job duties must handle only the work-related issues. The supervisor can inform the employee of the existence of the Employee Assistance Program in general terms only. Absent a voluntary admission regarding personal problems by the employee, the supervisor must not make further inquiry.
- D. The existence of the Employee Assistance Program has no bearing on the supervisor's responsibility to discipline employees for work-related problems. Discipline levels may be affected as discussed in DOC 1.3.19, Substance Abuse and Chemical Dependency Policy for Department employees.
- E. The Employee Assistance Program provides supervisors with dispute resolution services which may be used to help solve personality and interest conflicts encountered among and between employees.
- F. The EAP toll free phone number is 1-800-833-3031.

V. CLOSING:

Questions concerning this policy shall be addressed to the employee's immediate supervisor.